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20 September 1968

MEMORANDUM FOR: Chairman, CIA Records Management Board

THROUGH : DDI Representative to the Records Management Board

SUBJECT : Initial Progress Report of Records Management in the Intelligence Directorate

REFERENCE : Memorandum from DDS, Subject: Creation of the CIA Records Management Board, dated 30 August 1968

1. As requested by the reference, this is the initial progress report on records management in the Intelligence Directorate.

2. The Acting Deputy Director for Intelligence initiated action on the records program at a meeting of the Executive Council on 12 July 1968. He briefed the office heads on the need for a dynamic, agressive records program, established a target goal of a 50 per cent reduction in holdings in the Records Center, asked the office heads to appoint a senior officer to monitor the program for their office, and directed the office heads to maintain an active, personal interest in the program.

3. Supplementary instructions were issued to the offices by the DDI Administrative Staff, to which the directorate Records Management Office is attached. The offices have appointed senior personnel to monitor the program and to work with the Area Records Officers. A list of these key people is attached.

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4. Also attached are the initial progress reports from the offices. In summary, these reports list the key personnel, indicate which offices have already visited the [redacted] show reviews of present records holdings, including Vital Materials and Supplemental Distribution, state what has been done on reviewing and revising records schedules, and in a few cases show the beginning of a small reduction of record holdings. Generally, the office reports indicate a good start in planning the attack on the records problems.

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5. Two problem areas have come to light in the work done so far. First has been the argument concerning what should be kept for historical purposes versus what can be destroyed because it is no longer being referred to. The second has been the difficulty in establishing a uniform system of reporting the various categories of present record holdings and progress in disposing of them. We would appreciate further guidance on both of these problems. In the meantime, we are working on the second problem and expect to establish an interim monthly reporting system for our offices to use in reporting to us.

6. In our next report, we expect to provide you with a detailed analysis of record holdings by office and category, and to report on progress of the records purge. We would appreciate any guidance or suggestions you have. Should you have any questions, please contact the DDI Representative to the Board, [redacted]

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[redacted]
Chief, Administrative Staff
O/DDI

Att: A/S





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